



**NYC School Construction Authority
Human Resources Payroll Internship Opportunity
2023 Spring Semester and Summer**

Employer Name: NYC School Construction Authority (SCA)
30-30 Thomson Avenue
Long Island City, NY 11101

Overview:

The New York City School Construction Authority (SCA) is a public sector entity, responsible for building new public schools and managing the design, construction and renovation of capital projects in New York City's more than 1,200 public school buildings. Our mission is to design and construct safe, attractive and environmentally sound public schools for children throughout the many communities of New York City. We are dedicated to building and modernizing schools in a responsible, cost-effective manner while achieving the highest standards of excellence in safety, quality and integrity.

Job Description:

The intern will assist the finance specialists with various tasks including but not limited to:

- Assist in performing analysis and data entry.
- Assist payroll team with timesheets and reports.
- Perform administrative duties such as maintaining and organizing files and customer service.

Program Schedule:

During the fall and spring semesters, participants may work up to 20 per week. During the summer months (June-August) students may work a full-time schedule of 37.5 hours per week. The SCA's standard business hours are 8:00 am-5:00 pm Monday to Friday. The internship is slated to begin in February and has the potential to continue during the student's academic studies. The internship is an in person position.

Salary:

\$18.00 per hour

Position Requirements:

- Local full-time college Sophomore or Junior currently enrolled in an accredited Bachelor Degree program in business or accounting preferred.
- Candidates should be proficient in computer programs that are relevant for the intern placement.
- Self-starter who possesses strong oral, written and interpersonal communication skills.

Position Requirements Continued:

- G.P.A. will be considered.
- Applicants who are selected must be able to present unexpired original documentation to show identity and employment authorization to work in the United States.
- If selected, applicants must provide proof of being fully vaccinated with the COVID-19 vaccine before their start date.

Required Materials Include:

- Current Resume
- Cover Letter
- Complete College Transcript detailing the coursework completed to date
- Official Registration (bursar's receipt or enrollment verification)
- Class Schedule

Application Deadline:

Resumes will be reviewed on an ongoing basis, but we recommend submission by January 27, 2023.

To request an interview, please forward the required materials to

Ruby Saake, Senior Management Specialist Business
Development Department
NYC School Construction Authority
30-30 Thomson Avenue, Long Island City, NY 11101
Phone: (718)752-5047
Email: SCAINTERNSHIPS@nycsca.org

The New York City School Construction Authority is an equal employer opportunity.